

June 26, 2003

MEMORANDUM FOR: Assistant Administrators
Staff Office Directors

FROM: Conrad C. Lautenbacher, Jr.
Vice Admiral, U.S. Navy (Ret.)

SUBJECT: Endorsement of a NOAA Performance Management Working Group

The National Oceanic and Atmospheric Administration (NOAA) and Line/Staff Offices Strategic Plans represent significant progress toward meeting federal and Presidential requirements to integrate planning and performance measurement with the budget process. With the Program Planning and Integration Office, the Office of Strategic Planning (OSP) and the Program Analysis and Evaluation Office in place, and in coordination with NOAA's Budget Office, we can now move to further improve our performance management process. I will convene a NOAA Performance Management Working Group to be overseen by Joyce Wood, Director of OSP.

The NOAA Performance Management Working Group will bring together representatives from the NOAA Line/Staff Offices to:

- evaluate the current status of and requirements for performance measurement throughout NOAA;
- develop an integrated approach to performance management;
- provide recommendations regarding how the measures resulting from this integrated approach can be incorporated into the NOAA and Line Office Strategic Plans, program planning, and NOAA budget submissions;
- assess the alternatives and identify the benefits and costs of creating an enterprise-wide performance data collection, tracking, and reporting information management system; and
- evaluate performance management education and training requirements for NOAA personnel and recommend a multi-year plan.

NOAA's performance management system will have two components. The "measurement" component will address NOAA's mission goals by producing clearly articulated objectives and targets at all levels of the organization, with a mechanism to track tangible progress toward reaching these goals. The "management" component recognizes NOAA's overall performance is based on the intellectual talents, dedication, and interest of employees; and will help transform NOAA's organizational culture by linking individual effort to corporate success. Therefore,

your support is critical. We must clearly and routinely communicate our strong endorsement for this effort to the entire organization to accomplish the necessary “cultural” change.

Joyce Wood will soon request Line/Staff Office appointments to the NOAA Performance Management Working Group. Please think about who you would like to represent your office and give this group your full support.